



Department of Human Resources & Civil Service

Continuous Recruitment Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

B.O.C.E.S. #1

PACT-1202-06 Account Clerk Typist

- Application Fee: **\$15.00**
- Examination Date: **December 2, 2006**
- Closing Date for Filing: **October 25, 2006** – Applications must be filed in our office or postmarked by this date
- Performance Test: This examination requires a **thirty-five (35)** word per minute **Qualifying Typing Performance Test**
- Performance Test Date: **January 13, 2006** – If you can not attend on this date, you must take a Typing Test with another agency. Please see the attached form PTW-1 (page 5 of this announcement) for additional information.
- Salary: **\$10.50 - \$13.50 hourly**
- Employment Opportunities: **The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

An open competitive examination is also being offered for qualified candidates.

Minimum Qualifications:

Candidates must be permanently employed in the competitive class at **B.O.C.E.S. #1** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of either **Clerk Typist, Clerk III with Typing, or Clerk IV** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

Fees:

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency,

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

This is an entry level clerical accounting position involving routine calculating, posting, and verifying operations to obtain primary financial data for use in maintaining accounting records for a finance department (finance, controller, accounting, or treasury). The employee may also be assigned to an accounting section of a non-financially oriented department (parking violations, public works, courts, building and property conservation, etc.). Employees of this class may also assist a more experienced worker in performing the more difficult and responsible phases of accounts maintenance work. The work involves substantial operation of a typewriter and may involve use of an automated or manual account keeping system and computer terminals. Standard assignments are performed independently and involve application of well-defined accounting procedures and practices. Supervisory assistance is available, however, for unusual problems, and provided in the form of detailed instructions on all new or difficult assignments. Work is reviewed by immediate observation and checking completed work, by periodic or spot-checking, by cross-checking, or by another step in the clerical process. Work is performed under direct supervision of a designated immediate supervisor.

Scope of Examination:

The examination for this position will consist of two parts: (1) a rated written test and (2) a qualifying typing performance test. Candidates must pass **both** parts of this examination in order to receive a final passing grade for the entire examination. Your rank on the eligible list will be determined by your score on the written test only.

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

1. Clerical operations with letters and numbers

These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

2. Arithmetic computation without calculators

These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may **NOT** use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.

3. Arithmetic reasoning

These questions are designed to test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order to determine the correct solution. Knowledge of addition, subtraction, multiplication and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

The **Qualifying Typing Performance Test** will consist of a test in accuracy and speed of typing at a minimum acceptable rate of thirty-five (35) words per minute with a 96% accuracy rate. The typing test will be administered on **January 13, 2007** only to candidates who receive a passing score on the written test. Candidates will be notified by mail of the scheduled date, time and place of the typing performance test.

Please see the attached form PTW-1 for information about waiving the typing performance test.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **PROHIBITED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered

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arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Children of Firefighters and Police Officers Killed in the Line of Duty:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address

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or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination three days before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: September 25, 2006

MONROE COUNTY
REQUEST FOR TYPING PERFORMANCE TEST WAIVER

PTW-1

Name (Please Print)

Social Security Number

Date of Civil Service Exam

The exam you are taking requires a qualifying typing performance test. The exam announcement will inform you of the minimum words per minute required to pass your typing performance test.

WAIVER AND PROPER DOCUMENTATION MUST BE POSTMARKED OR RECEIVED IN THIS OFFICE NO LATER THAN THIRTY (30) DAYS AFTER THE WRITTEN EXAM .

If you do not submit documentation within the thirty (30) day time frame, you will be required to take the scheduled typing test. If you submit this waiver but it is not done correctly or the information is incomplete, it will be returned to you. You will then be scheduled for a typing performance test and notified by mail of the time and location.

I AM REQUESTING A WAIVER OF THE TYPING PERFORMANCE TEST FOR THE BECAUSE:

- ___ 1. I am taking a Promotional exam and am currently in a position that required a typing performance test.
NOTE: Promotional exams have an exam number that begins with P (ex: P-71234, PC3WT-0510-03).
Current title: _____ Dept or jurisdiction: _____
- ___ 2. I am currently employed by Monroe County or a public agency or jurisdiction served by the Monroe County Civil Service Commission and presently hold permanent or contingent permanent competitive Status in a title that required a typing performance test at or above the rate of speed required for the Exam I am taking.
Current title: _____ Dept or jurisdiction: _____
- ___ 3. I am providing documentation that I have been successful on a five (5) minute typing performance test at or above the rate of speed required for the exam I am taking with at least a 96% accuracy rate.
- ? The actual typing test date must be within five (5) years prior to or within thirty (30) days after the written exam.
 - ? This may be from a high school continuing education, college, business school, employment agency or local civil service agency.
 - ? Proper documentation consists of: Name, social security number, date of performance test or course completion, speed in words per minute and either number of errors or percentage of accuracy on official letterhead with the signature and title of the person providing the documentation.

Mail to:

Monroe County Department of Human Resources
39 West Main Street, Room 210
Rochester, New York 14614
Attention: Joyce



**New York State
Department of Civil Service**

Committed to Innovation, Quality and Excellence

A Guide to the Written Test

for the

Entry-Level Account/Audit Clerical Series



George E. Pataki
Governor

Daniel E. Wall
Commissioner

INTRODUCTION

The New York State Department of Civil Service has developed this Guide to familiarize you with the Entry-Level Account/Audit Clerical Series written test. It provides a general description of the subject areas to be tested and the different types of questions you will likely see on the test. The Examination Announcement will specify the exact subject areas to be included on the test you will be taking.

The Entry-Level Account/Audit Clerical Series written test has an overall time allowance of 3 hours. The test is divided into three separate subject areas and the questions are designed to evaluate the following abilities:

- 1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
- 2. ARITHMETIC COMPUTATION WITHOUT CALCULATORS:** These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.
- 3. ARITHMETIC REASONING:** These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

The remainder of this guide explains how you are tested in each of these subject areas. A **TEST TASK** is provided for each subject. This is an explanation of how a question is presented and how to correctly answer it. Be sure to read each one carefully.

You will also be given at least one **SAMPLE QUESTION** for each subject area. It will be of the type that you will see on the actual test. The **SOLUTION** and correct answer are provided after each question. You should study the question and its solution until you understand how it works.

SUBJECT AREA 1

CLERICAL OPERATIONS WITH LETTERS AND NUMBERS: These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

TEST TASK: You are given questions which require you to follow specific directions given for each question. Each question may involve alphabetizing, comparing, checking and counting given groups of letters and numbers.

SAMPLE QUESTIONS:

QUESTION 1:

How many pairs of the following groups of letters are exactly alike?

BRFQ SX BRFQ SX
ACDOBJ ACDOBJ
RPTQVS RPTQVS
ZUYRVB ZUYRVB
SPQRAS SQRPAS
HVCBWR HVCBWR

- A. 2
- B. 3
- C. 4
- D. 5

The answer is B.

SOLUTION: To answer this question you must compare the column of letter groups on the left to the column of letter groups on the right. BRFQ SX, RPTQVS and ZUYRVB of the left column are exactly like BRFQ SX, RPTQVS and ZUYRVB of the right column. The other groups of letters are not exactly alike so the answer is 3 (choice B).

QUESTION 2:

In the following sentence, how many words contain letters that appear more than once in that word?

“Right around April Fool’s Day, the daffodils and crocuses start to emerge and cheer us up after a long winter.”

- A. 5
- B. 6
- C. 7
- D. 8

The answer is B.

SOLUTION: To answer this question, look at each word to see how many contain the same letter at least twice. The words that do are: “Fool’s”, “daffodils”, “crocuses”, “start”, “emerge”, and “cheer”. The total number of words is 6. The answer is 6 (choice B).

QUESTION 3:

Which one of the following letters is as far after C as T is after O in the alphabet?

- A. G
- B. H
- C. I
- D. J

The answer is B.

SOLUTION: Count how many letters are between O and T in the alphabet. There are 4: P, Q, R and S. There are also 4 letters between C and H: D, E, F and G. The answer is H (choice B).

QUESTION 4:

In the following list of numbers, how many times does 8 come just after 6 when 6 comes just after an odd number?

6325687253494236844576842396868

- A. 2
- B. 3
- C. 4
- D. 5

The answer is C.

SOLUTION: To answer this question, you must determine the number of times 8 follows 6 when 6 follows an odd number. There are 4 occasions where 8 follows 6 and the number 6 follows an odd number. They are 568, 368, 768 and 968. The answer is 4 (choice C).

SUBJECT AREA 2

ARITHMETIC COMPUTATION WITHOUT CALCULATORS: These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.

TEST TASK: You will be provided with numerical problems and asked to solve them by adding, subtracting, multiplying or dividing. You may also be asked to solve problems involving fractions, decimals, averages and percents.

SAMPLE QUESTION:

How much is 150% of 80?

- A. 1.8
- B. 5.3
- C. 70.0
- D. 120.0

The answer is D.

SOLUTION: *To solve this question you must multiply 80 by 1.5 (which is 120 or choice D).*

SUBJECT AREA 3

ARITHMETIC REASONING: These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form.

TEST TASK: You will be provided with a word problem and you will have to decide how to solve it, and apply the appropriate arithmetic operations in the correct order, to get the numerical answer.

SAMPLE QUESTION:

Of the 300 people working at a medical facility, 14% are physicians' assistants. How many workers at the medical facility are not physicians' assistants?

- A. 42
- B. 86
- C. 258
- D. 286

The answer is C.

SOLUTION: *To solve this question you must determine that 86% (100% minus 14%) of the workers are not physicians' assistants, and then find out how many workers that is ($300 \times 86\% = 258$).*

TEST SECURITY

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You need to be careful that you do not inadvertently violate test security and put yourself at risk.

CONCLUSION

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best. There are also practical things you should do.

Before the test ...

- ? Study and review this Guide to become familiar with the sample questions.
- ? Study and review the subject areas that will be covered on the test.

On the day of the test ...

- ? Arrive at the test site on time.
- ? Come to the test prepared; bring your admission notice, two No. 2 pencils, your photo ID containing your signature, a quiet lunch or snack and any other necessary materials. Do **NOT** bring this test guide to the test site.

During the test ...

- ? Read and follow all directions on your admission notice, test booklets, answer sheets, and Candidate Directions.
- ? Follow the Monitor's instructions.
- ? Keep track of the time.

After the test ...

- ? Do **NOT** remove any test materials from the test room and do **NOT** paraphrase, reconstruct or reproduce the test material in any way.
- ? Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

Visit the New York State
Department of Civil Service web site
www.cs.state.ny.us



New York State
Department of Civil Service
The State Campus
Albany, NY 12239

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